

# SPEEDWÄ

# Shorthand

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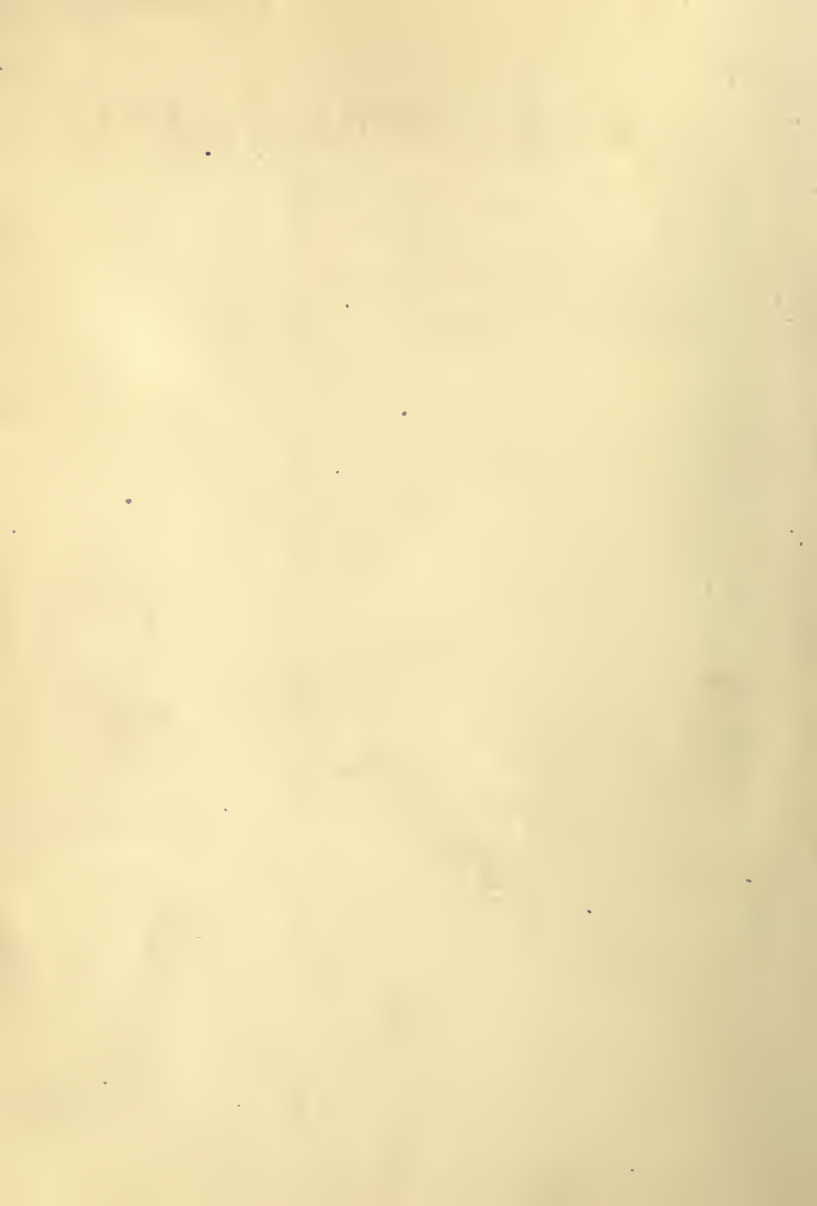
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# SPEEDWĀ SHORTHAND

FOR

## Class and Self Instruction

BY

MODERN PUBLISHING COMPANY

EDWARD M. CHARTIER, MANAGER

*Price \$2.00*



1915

MODERN PUBLISHING COMPANY

HAMMOND, INDIANA

UNIVERSITY OF CALIFORNIA

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# Introduction

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EVERY demand presupposes the supply. The marked tendency of the present is to specialize along some one line of endeavor. We have come to know that one cannot scatter his energies and qualify to meet the rising standard of today.

As a specialist, therefore, familiar with a given subject, one naturally expresses his ideas readily, often very rapidly. Thus it is clear that in order to record the utterances of the average speaker, a shorthand writer must write at a greater rate of speed than formerly, and that without the necessity of mutilating the outlines to the point of illegibility.

Realizing the need of an improved system of shorthand, the author, with able assistants, has devoted years of his entire time, giving his best energies and undivided attention to inventing and developing a system of rapid writing equal to the present day demands, with the result that he is pleased to present a system having

More speed capacity,

Greater reading power, and

One sufficiently intelligible, definite, and simple as to be within the mental reach of all aspiring to stenographic work, whether it be as an amanuensis or court and verbatim reporter.

We do not presume to impose upon you here the details of the many points of difference, and the enormous advantages of Speedwā Shorthand over other systems.

Only a casual glance at the pages of shorthand notes will suffice to convince you of the justice of our claim for its superior speed capacity. Please note the free, easy, forward movement, facile joinings and brief outlines.

Our claims as to its superior reading power and ease of acquisition, will be amply substantiated by experience with the system.

The experience of the author of Speedwā Shorthand, as a teacher of different systems, as a writer of one of the old line systems, and as an author, has given him a vast advantage over any other author of shorthand.

In the preparation, development, and presentation of this system, much painstaking attention has been given to the needs of the shorthand writer, and to determining what constitutes an adequate system of rapid writing.

In this manual we have endeavored to present the Eleven Simple Lessons of Speedwā Shorthand in a clear, simple and pedagogical manner, without pedantic display of unnecessary and often unintelligible terms.

The author wishes to express his appreciation of the many helpful suggestions received from teachers and writers of shorthand.

EDWARD M. CHARTIER.

CHICAGO, September, 1915.

## FIRST LESSON

---

1. The student should become thoroughly familiar with each section of these lessons as given, before proceeding. Throughout the course, he should practice all shorthand forms until he can write them readily.

2. In practicing the alphabet, he must be very careful as to the length and form of the characters. It would be well to adopt the proportions given in this Manual.

3. All shorthand characters are to be written in the direction indicated.

---

### FORWARD STROKES

P	B	M	N	J	R	G	K	L	T	TH
—	—	—	—	—	—	—	—	—	—	—

4. Only the sounded letters of a word are expressed, all silent ones being omitted.















## FIRST POSITION VOWELS

*aw*  
.....

5. A character is written midway between the lines of the notebook to show that one of the first position vowels follows it. For example, place the character *L* half way between the lines of your notebook, and you have the word *lie* or *law*; the character *N* likewise written is *nigh* or *gnaw*.

6. A position vowel is always read after the character—never before it.

7. Analyze, read and write all shorthand illustrations; also read from your own notes.

nigh	n ī		thaw	th aw	
my	m ī		paw	p aw	
lie	l ī		raw	r aw	
tie	t ī		law	l aw	
pie	p ī		guy	g ī	
by	b ī		caw	c aw	
rye	r ī		jaw	j aw	


## SECOND POSITION VOWELS


*th.....ō*


8. A character is written on the line of writing to show that one of the second position vowels follows it.


9. The first character of an outline is written in the position of the first distinct vowel; others follow without regard to position.


NOTE.—Study, read and practice all shorthand illustrations; also read and criticise your own notes.


may     m ā     


though   th ō     


neigh     n ā     


low     l ō     


pay     p ā     


know     n ō     


they     th ā     


mow     m ō     

lay     l ā     


go     g ō     

gay     g ā     


bow     b ō     


ray     r ā     

row     r ō     

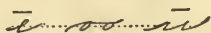
rake     r ā k     

jay     j ā     

cake     c ā k     

make     m ā k     

## THIRD POSITION VOWELS



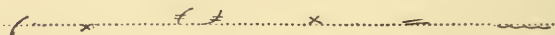
10. Slanting strokes are written across, and horizontal characters below the line of writing to express the third position vowels.

to	t oo		meek	m ē k	
key	k ē		lieu	l ū	
lea	l ē		tea	t ē	
me	m ē		knee	n ē	
new	n ū		mew	m ū	
pew	p ū		rue	r oo	

## 11.

## PUNCTUATION, ETC.

.   ?   ( )   ¶   —   Foreign Terms

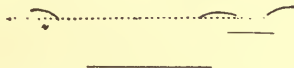




12. A proper name is indicated by two short dashes written under the outline. When two or more proper nouns occur in succession, one line is written under them.

Ray

May Coe



### WORD-SIGNS

13. A word-sign is a brief outline used to represent a given word. Those given in this Manual are among the most frequently occurring words in the English language. All word-signs should be thoroughly memorized.

in, any



will, well



come, company



it



think, thank



do



Note.—The following exercise should be carefully written and corrected by the writer, before it is handed to the instructor for correction. If there be much hesitation in writing, the preceding illustrations should be more carefully studied and practiced.

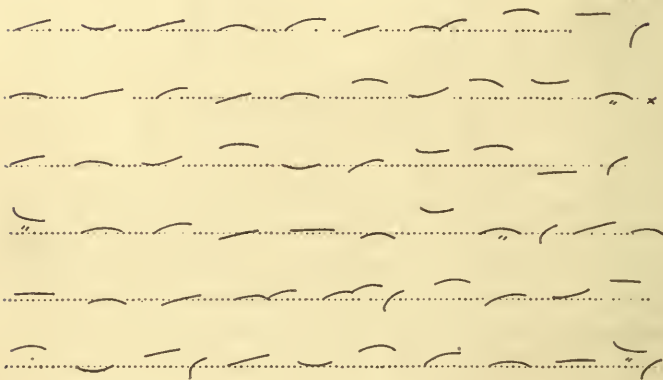
## 14.

## WRITING EXERCISE

My company may pay Guy to come in May.  
 They think they may do well to buy my rye.  
 Will they thank Ray to rake my new rye?  
 They know Ray will come to make my new rake.  
 Will they do well to go in May?  
 Will May make me any cake?  
 Guy may row by my low bay in May.  
 Though Guy may go, they think they will do well.  
 Do they know Ray Low well?  
 They may tie my new key to my pew.  
 Guy Coe will go to rake my low rye by my bay.






## 15.

## READING EXERCISE















## SECOND LESSON










### TICKS

DOWNWARD				UPWARD
S	Z	SES-SW	CH	Y-LY
				







16. In practicing the above characters, bear in mind that a *tick* is the shortest stroke that can be made.

say	s ā		sight	s ī t	
same	s ā m		laces	l ā ses	
smoke	s m ō k		spaces	s p ā ses	
sake	s ā k		nieces	n ē ses	
chime	ch ī m		teases	t ē ses	
choke	ch ō k		sweet	sw ē t	

17. It will be noticed that the long vowels are given in the first lesson; those given below comprise the short vowels.





FIRST POSITION		SECOND POSITION		THIRD POSITION	
ä	oi	ě	ũ	i	
săp		sět		sick	
păsses		chěck		sĭn	
noises		sũm		mĭsses	

18. The second vowel in the first position has a secondary sound as heard in *ah* or *on*. The second vowel in the second position has a secondary sound of *ow*, as heard in *cow*.

tosses	t ŏ ses		chalk	ch aw k	
losses	l ŏ ses		cow	k ow	
mock	m ŏ k		pouch	p ow ch	

---

### SURFACE CHARACTERS

V	H	W	WH
			

B. O. BAKER  
LAWYER  
TEXAS

19. A tick or a surface character is written below the line of writing for the third position.

GENERAL EXERCISE

see	s ē	...	voices	v oi ses	...
silly	s ī ly	...	high	h ī	...
seat	s ē t	...	highly	h ī ly	...
seck	s ē k	...	how	h ow	...
seem	s ē m	...	who	h oo	...
seen	s ē n	...	home	h ō m	...
soap	s ō p	...	homely	h ō m ly	...
we	w ē	...	chum	ch ũ m	...
win	w ī n	...	patch	p ā ch	...
wane	w ā n	...	sat	s ā t	...
wine	w ī n	...	cases	c ā ses	...
why	wh ī	...	leases	l ē ses	...
vouch	v ow ch	...	sweat	sw ě t	...
view	v ū	...	stitch	s t ī ch	...
save	s ā v	...	possess	p ō ses	...






## 20.

## WRITING EXERCISE

swim swam seal sale cheat hilly wholly guesses swell  
 season coy vases ham whip while rock vim leg keg  
 peg teach stag sip Molly vague league soak hymn hook  
 hack suit sue hum rally vile whom sigh basis gases  
 tug so masses cheek touch chat latch pitch spices sky  
 way

---

 WORD-SIGNS

very		I, the ( <i>down</i> )	
he, him		which, wish	
ship		and	

---

## PHRASING


21. Phrasing, as used in shorthand, is the joining of two or more words, or otherwise varying the writing of such words as naturally run together in speaking.


22. Too much cannot be said in favor of correct and judicious phrasing, which the student should practice persistently from the beginning.

23. The first word of a phrase determines the position of that phrase; that is, the first word is written in its position, and others follow without regard to position.


24. In the middle or at the end of a phrase, *I* or *The* may be written either upward or downward—in the direction forming the sharpest angle, and when joined to a curve, it is written on the outside of the curve.


25. The word-sign *And* is phrased only at the beginning of a word.


know the 

in the 


I may 


pay the 


I think 


to the 


I make 


do the 


I do 


wish the 


do I 

and company 

may I 

and it 

will the 

and may 

**26. WRITING EXERCISE**

NOTE.—Words joined by hyphens are to be written as phrases.

Hugh says they wish-me-to come home very soon.

I-think he-may go to Bay View to see-the new ship.

Molly says it passes my home in May.

He-may-come in May to teach my boy to row.

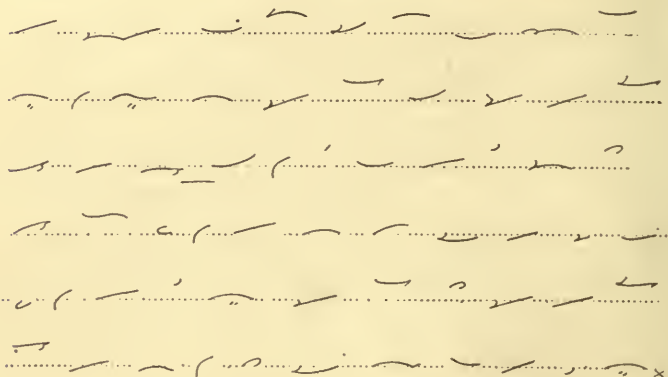
I saw-the two vases which we set in-the high cases.

I-think Mrs. Low and Mrs. Hume will win-the cases.

How-soon do they wish-me-to-go to see-the laces and-make the veil?

I-may sign-the leases and pay-the check soon.

They say they may pay highly to see-the ship, which passes my home in May.

**27. READING EXERCISE**



## THIRD LESSON

---

### CIRCLES

28. A small circle is *R* and a large circle is *L*.


29. For the present, the circles are used only at the end of words.


30. When joined to a curve, the circle is written on the inside of the curve.


near 

mail 


more 


nail 


core 

call 

31. When joined to a straight character, the circle is written in the direction opposite the movement of the hands of the clock. When appearing between a curve and a straight character, the circle is written on the inside of the curve.

there 

tell 

tire 

till 

pair 

pail 

## DOWNWARD STROKES

















D      Qu      F      SH

/      /      /      )

S, Ses






32. When appearing in the middle of an outline, *S* and *Z* are used interchangeably, and sometimes written with a continuous movement onto the following character. At the end of words, *S* is expressed by *Z*, written upward after the downward character, and downward after others, as is also *Ses*.

NOTE.—It will be noticed that *S* or *Z* is slightly re-traced onto the preceding character.

size		door	
chase		face	
yes		lease	
house		its	
houses		those	
shoes		these	
share		moisten	
days		cousin	









## St-Sd

**33.** Immediately following stroke *R*, *M*, *K* or *Q*, *St* or *Sd* is expressed by *Z*, written upward; after all other characters they are expressed by *S*, written downward.

most post cost postal rest test passed haste 

**34.** Any tick character may be written after the circle, and *S* or *Ses* may be written in the direction forming a continuous movement.








































**35.** In the middle or at the end of an outline, *Ch* or *Y-Ly* is written in the direction forming the best angle, and always on the outside of a curve.

cars much scarce notch mires march tires porch theirs merely stores nearly 

NOTE.—The side on which the circle is written is called the *circle side*; the side opposite is called the *reverse side*.

36. The syllable *De*, *Be*, or *Re* does not determine the position of the outline, which is written in the position of the next distinct vowel.

### GENERAL EXERCISE

less		secures		pays	
ties		courses		past	
tossed		touches		suppose	
stars		tells		supposed	
tests		sweets		pierce	
steers		nears		pierced	
sits		mails		miss	
cores		mass		missed	
caressed		moist		mayors	
repair		space		merest	
retail		spaced		mason	
beside		pistol		poison	
decay		valley		vessel	

## 37.

## WRITING EXERCISE

chases faces chooses dishes fish dash notches reach sash  
 roars rarest best base face faced far dearest dares tares  
 fully daily duly hastily tally tiles tar bills leased shares  
 cheers feast shone highest hoes hire's deal dull mires  
 race raced pails guest boys bossed shame reason cousins  
 vainly torch teach catch fetch shyly chilly basin volley  
 shook news fees fears cures choir match latch gaily  
 cheap poach

---









## WORD AND PHRASE SIGNS

are, or	..e..	for, fore, have	..f..
hear, here, year	...o..	Dear Sir	..f..
succeed, success, -ful-ly	..s... ..	Very truly yours	..e..

---

## PHRASING

38. The phrase *Of the* may be omitted in writing, and expressed by writing the words preceding and following very close together.

some of the most		they are in	
two of the best		to hear the	
any of the mail		may hear the	
lease of the house		near the	

## 39.

## WRITING EXERCISE

Dear-Sir :

I saw Myers &-Co., and they tell me-to ship-the cars, tires and doors to their house in Paris, and-mail-the bill for-the repairs to their house here in July, or any-day (of the) year.

They seem-to think it may cost less to ship these cars for repairs by-the vessels which sail past-the lower dock daily, and they may decide to see-the company soon.

Though we-are-in no haste, I suppose I-may test-the power (of the) cars soon. The retail cost (of the) tires seems very fair.

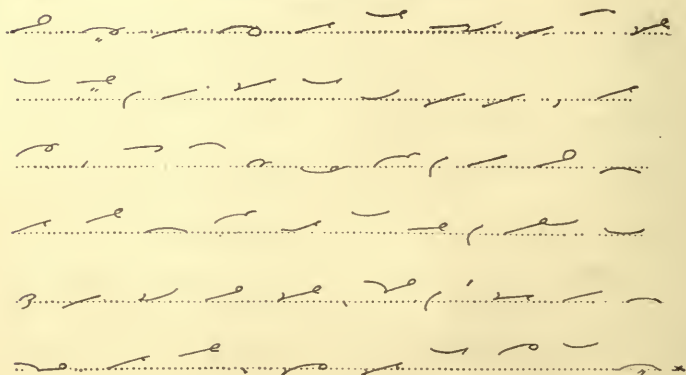
I-think those boys are supposed to succeed in their sale (of the) posters and spices in their stores in Dallas.

My very best wishes for-their success.

Very-truly-yours,

## 40.


## READING EXERCISE




## FOURTH LESSON

### LENGTHENING AND HALVING


41. Make any stroke double its normal length to add *N* or *M*.


manner 

them 

summons 

timely 

seaman 


sustain 

namely 

system 

manly 

famine 

suspense 

lonely 

42. After the first character, a stroke is also made double length to add *L*.






hotel

spell

final


still

small


    

43. Make any stroke half length to add *T*, *D*, or *Th*.


NOTE.—In monosyllables it is advisable to make *L* half length for *T* only.


might 

made 

night 


could 


matter 

mother 

letter 

father 

paid 

rather 

44. In writing words involving both the halving and the lengthening principles, the halving principle is generally applied.

tend


lend

land

kind

find

point



45. At the end of words the sounds of *Ted*, *Det*, *Ded*, *Tet*, etc., are expressed by a loop written on the *circle side* of a stroke.

noted

needed

suspended

lighted

limited






















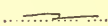








46. In writing proper names, unless they be familiar to the writer, it is advisable to lengthen and half length for only *N* and *T*, respectively.

47. In writing the combination *Ng* or *Nk*, both of the characters involved are written.

## GENERAL EXERCISE





thing		want	
mink		went	
remain		winter	
retain		modest	
human		gather	
speller		together	
smaller		tonight	
smallest		sustained	
scholar		stated	
candid		seated	
candidates		postpone	
nominate		postpaid	
nominated		medicine	

## 48.












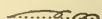
## WRITING EXERCISE

write wrote let light lead laud leads fort dart hold  
 . healed holder suffocate sold soiled lad sealed lid sift  
 soft sweeten writer style man fine finer finest line liner  
 mines lemon means demon deacon linens can sustains  
 pounded fountain romances punch lunch quite quoted  
 finances written pointed tinted lined landed bother  
 found sounded roamed remit remitted June ten vote  
 meantime gates reckon none heed tighten lighten  
 systems demeanor deduct dedicate monk detain sting  
 repeat repeated tongue guided sort soared

## WORD-SIGNS

member, remember		please, pleasant,	
		-ly	
president-ial		did, thousand (up)	

## PHRASING

do not		I do not	
did not		*I did not	
will not		think not	
are not		have not	
need not		president of the company	
father and mother		members of the house	

\*Always write the phrase *I did* below the line.

## 49.

## WRITING EXERCISE

Dear-Madam: In-the letter which Macon &-Co. wrote-me, they state-the retail cost (of the) small spellers, sent postpaid. I remember my father wrote-to them last winter, and-he stated he did-not sell-the right for-any sum smaller-than he-had quoted them.

I-do-not suppose the scholar will vote to nominate my father for president (of the) company. We-are-pleased-to-hear (of the) success which most (of the) members had in-the South late in-the winter.

I-do-not think the president will hesitate to sustain their rights in-the-matter (of the) scholars whom they suspended.

We-are-pleased-to remain

Very-truly-yours,

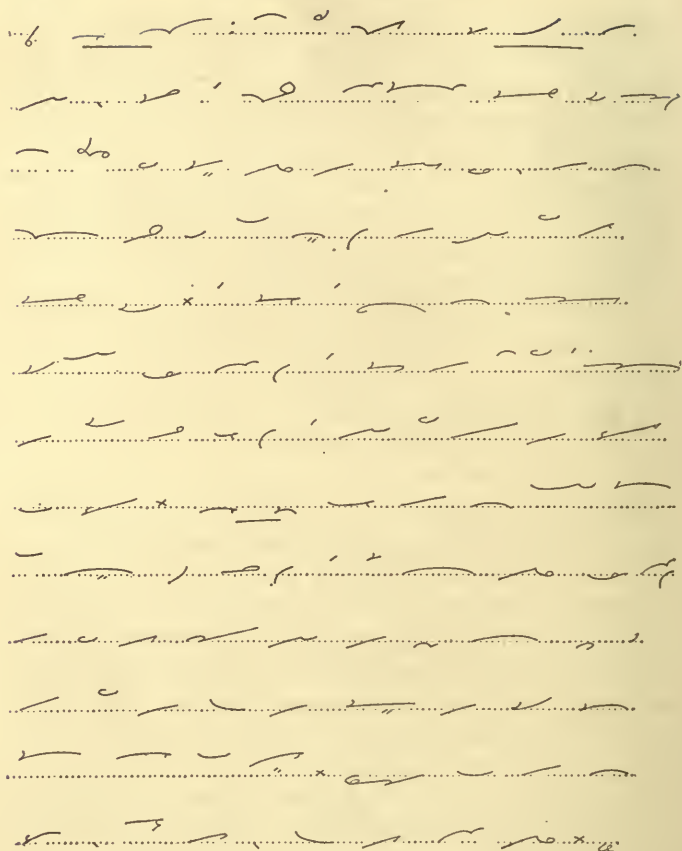
Dear-Sir: We saw-the president (of the) company, and-he says he-will secure-the deeds and-mail-them not later-than June, together-with check in full. No-doubt they-are quite candid in-the-matter, and will tell-the men they may loan-the postman the very limited sum. He seemed in suspense to know more (of the) success they had in Spain. I-have no-doubt they will succeed in their venture. I-do-not suppose the letter I sent them tonight will please them.

Please write-to my father-and-mother, and-tell-them they may sell two thousand feet (of the) land south (of the) state line.

Very-truly-yours,

50.

## READING EXERCISE




## FIFTH LESSON

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### CONSONANT HOOKS


51. A small hook at the end on the *circle side* of any stroke is *P* or *B*; a large hook is *F* or *V*.


type     

stamp     

tape     

pump     

cape     


pave     

cube     


cave     


stoop     

staff     


step     

stove     

scope     

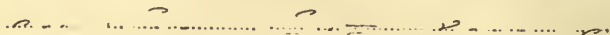
knife     

lobe     

muff     

52. When the *P-B* hook appears on a half length stroke, the hook is generally read before the *T*, *D*, or *Th*, represented by the halving principle.

kept      mapped      capped      stepped      skipped





53. When a character is preceded or followed by an accented vowel, other than the position vowel, the stroke is written, when convenient; otherwise, the principle is applied and the character which follows is added.

diet 


lien 


dyed 

lean 

duet 


lyon 


debt 

line 

54. After a consonant hook, *St* or *Sd* is sometimes written upward.


#### GENERAL EXERCISE


typist 


steep 


manifest 








stooped 

scape 

tube 

sleep 

deep 






lamp camp love move knave job stump mobile depend deposit demure repay refused value 

## 55.

## WRITING EXERCISE


leaped rope detour captor deepen divine stop reap slip  
 captivate deeps tipped capes definite repose reposed  
 Memphis David manipulate stamp dipped tapped swamp  
 tube skips scamp romp repine values hemp

## WORD-SIGNS


important-ance response-ible receipt, receive satisfy-ed-tory difficult-y subject 


## PHRASING


56. The *P-B* hook expresses *Be* or *Been*; the *F-V* hook, *Of* or *Have*.


to be 


will be 


will not be 


seemed to be 


may be 

can be 

have been 


could be 


may have 

they have 

two of 

some of 

any of 

will have 



57.

## WRITING EXERCISE

The captain will-be here soon with their staff (of the) best men in-the camp.

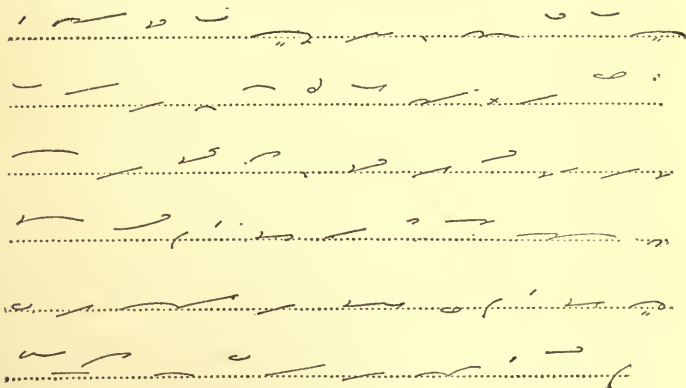
They have-been near-the swamp since June, and-he seems to want them to move to some more important point, which may not-be definitely known. The men-have received the maps, and their response will-be sent today. The importanee (of the) subject may-be made manifest in their letter, for which-the captain says he-will-be responsible.

It will-not-be difficult to succeed and-to keep in touch with most (of the) important moves they may-make.

Though we-are-not quite satisfied with their response, we-are-in no haste to mail-the letters, which-the typist wrote, though he-will mail-the important letters.

58.

## READING EXERCISE



## SIXTH LESSON















### COALESCENTS

59. The term coalescent, as here used, indicates two or more consonants united without a vowel coming between them; as *pr*, *kr*, *sr*, *pl*, *kl*, etc.









60. To express coalescents *L* and *R*, the respective circle is written at the beginning of the character. The character is read first, then the circle, and then the position vowel.

61. Always call the coalescents *per*, *ker*, *ser*, and *ple*, *kle*, etc., as heard in the last syllable of *paper*, *closer*, and *purple* or *couple*.






NOTE.—In joining a circle to another character, start the circle in the direction in which the character is to be written.

prayer	pr a r		prices	pr i ses	
press	pr e s		priced	pr i st	
pressed	pr e st		place	pl a s	
trace	tr a s		close	kl o s	
traced	tr a st		clear	kl e r	
suppress	s u pr s		mental	me nt l	
suppressed	s u pr st		nominal	no m n l	






62. Consonants are sometimes coalesced when an unessential vowel intervenes.

proper	pr o pr 	prepare	pr e pr 
supper	s u pr 	miracle	mr a kl 
murmur	mr mr 	delay	dl a 
record	r e krd 	delight	dl it 





63. At the beginning of a word the circle is written on the *reverse side* of *B* and *Th*, and *B* is written horizontally.

bright	bribe	bless	throw	through
				

64. In writing the coalescents *Sr* and *Sl*, downward *S* is used.

miser	tracer	certain	muscle	castle
				

65. When a stroke character is added to the primitive form of a word which ends with a circle, the circle is slightly varied, to show that the characters do not coalesce.

fireman	carman	masterpiece	doorkeeper
			

66. In the middle or at the end of an outline, circle *L* is varied to add *T*, *D*, or *Th*.

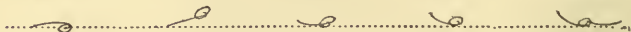
mailed

told

knelt

gold

golden



67. When joined at the angle of two characters, the circle is written on the outside of the angle; between reverse curves, it is generally written on the inside of the first curve.

## GENERAL EXERCISE

stopper



sermon



street



promised



sister



personal



stream



perspire



strength



preeipiee



treated



preeipitate



trust



protest



retraee



protestant



retraced



brought















sacred



brother





spoiled		superior	
toiled		motorman	
stealth		measured	
private		cashier	
provide		scrape	
previous		strap	

## 68.

## WRITING EXERCISE

terminal standard strong purchase brave probe strip  
 secret process dipper precipitate collided facile cancel  
 prince princess promises promise brown brag neighbor  
 precept strays precipices curriculum train drive  
 drayman merit proud brain trap drop truth stretch  
 screen similar gratitude permit greater tracers supervise  
 gray proclaim radical free dread reaper repress betroth  
 decrease return racer deprive depressed proprietor  
 catalogue price priced fairer dearer critical closer  
 certainly library betray brighter

## WORD AND PHRASE SIGNS

Mr.		deliver-y	
Messrs.		Truly yours	
from, form		Cordially yours	

## 69.

## WRITING EXERCISE

Dear-Sir:

The motor-company promise to-have-the private cars prepared for delivery to-the prime minister not later-than June. They promised to provide cars for-the trip through-the southern states.

For-the very nominal sum, Mr. Gray, (of the) firm Messrs. Blair Brothers &-Co., will supervise the paper till it passes through press.

Truly-yours,

Dear-Sir:

Please quote prices and best terms for-the maple mantel, dresser, mirrors, and two sweepers, to-be sent by freight to Messrs. Brown &-Co., Brooklyn.

The lumber-company promise to try to secure-the proper lumber for-the new terminal. Though I-can produce the papers, I-do-not suppose the fireman will press the suit, since he-will-not-be here to protest the claim.

Truly-yours,

The multitude thronged-the streets to greet-the president. The great crowd crossed the street to proclaim their gratitude.

He greeted them cordially and-most heartily, and praised the crew for-their valor.

Private cars decorated with purple, green, blue, and brown, brought brokers and scholars from Princeton.

70.

## READING EXERCISE

1. 2. 3. 4. 5. 6. 7. 8. 9. 10.  
 11. 12. 13. 14. 15. 16. 17. 18. 19. 20.  
 21. 22. 23. 24. 25. 26. 27. 28. 29. 30.  
 31. 32. 33. 34. 35. 36. 37. 38. 39. 40.  
 41. 42. 43. 44. 45. 46. 47. 48. 49. 50.  
 51. 52. 53. 54. 55. 56. 57. 58. 59. 60.  
 61. 62. 63. 64. 65. 66. 67. 68. 69. 70.  
 71. 72. 73. 74. 75. 76. 77. 78. 79. 80.  
 81. 82. 83. 84. 85. 86. 87. 88. 89. 90.  
 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

## SEVENTH LESSON


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
### CONNECTED VOWELS


71. A small hook at the beginning on the *reverse side* of *B*, *D*, or *Th*, and on the *circle side* of all other strokes, is *A*, *O-Ow*, or *U*; and a large hook is *E*, *I*, or *Oi*.

72. When preceded by a vowel at the beginning of a word, *B* is written horizontally.


NOTE.—The initial hook is always read first, then the consonant, and then the position vowel.


about 


amass 

abuse 


amazed 


appears 


announce 


open 


accuse 

Athens 


accused 


attest 


unite 


attire 

items 

admire 





island 

after 






elated 








73. A vowel connected medially is especially valuable as a means of facilitating joining and of expressing an accented vowel.

poet	graduate	situate	statute
			

74. At the beginning of some stroke characters, W is written in the form of a hook on the *circle side*.







walk	wall	wake	weep	women
				

#### VOWEL CHARACTERS





A	E	I	O	U
				

75. When an initial vowel is the only one occurring in a word, the outline is written in the position of that vowel.







76. When two vowels occur together at the beginning of a word, write the character for the first vowel in the position of the second vowel.

iota	owe	eye	own	act	all
					







77. At the beginning of an outline when followed by concurrent vowels, *S* is expressed by *Z*, written upward.





































science	Seattle	Zion	Siam
			

78. At the beginning of an outline before a circle, surface character, or a tick, the *A* character also represents *O* or *U*; the character *I*, *E* or *Oi*. At the end of words the vowel characters are used interchangeably, the one being used which forms the best angle.

oppressed		money	
appropriate		ammonia	
accrue		lazy	
honor		each	

### GENERAL EXERCISE

art		week	
orator		asset	
wealth		society	

up		at	
opposed		out	
obey		attend	
abrupt		attitude	
abbreviate		youth	
approach		use	
enemy		omit	
carry		memory	
attorney		testimony	
authorize		amanuensis	
actress		primary	
also		promissory	
anticipate		united	
associate		accuracy	
arrest		weapon	
await		stimulate	
polite		assign	
beyond		assume	


## 79.


## WRITING EXERCISE


arm earnest oak Peru Leroy adapted adds apply belated  
 benefit address irritate oath aptitude attend assort worry  
 weary amuse amused accost attests aggravate elevate  
 mitigate accumulate European mutual erase ought oar  
 evade hurry illuminate illegal amended universe artist  
 effort affiliate abroad oratory another article tomorrow  
 ask illbred illnature alter officiate admit odd issue

## WORD-SIGNS


acknowledge,   
 -ment

error 

opportunity 

one, won 

order (down) 


you, your 


## PHRASING


80. The *W* hook expresses *We* or *With*.

NOTE.—Do not phrase *We did*.


we may 


with them 


we think 


with theirs 


we will 


with me 

we have 

we thank you 


we do not 

do you 

we pay 

in yours 

we know 

to yours 

## 81.

## WRITING EXERCISE

We-know-the alumni society will allow all graduates to appear with-them at-the Opera House.

They-are accused (of the) error which appears in-the item which announces the affair, and they will-be there at-the appointed time to offer their protest.

Though-the women acknowledge they-are-not pleased, they do-not admit one error in-the plan they adopted.

Will-you please assign-the papers to-your attorney?

We-have no-doubt all will unite in their effort to aid-the officer.

One (of the) superior officers will issue orders to-have-the statute books brought to-the office.

Their opportunity to unite their efforts will-not affect the united efforts (of the) Union, which certainly will-not-be illegal.

Do-you suppose the-man whom we appointed two weeks ago attended to all private affairs (of the) manager?

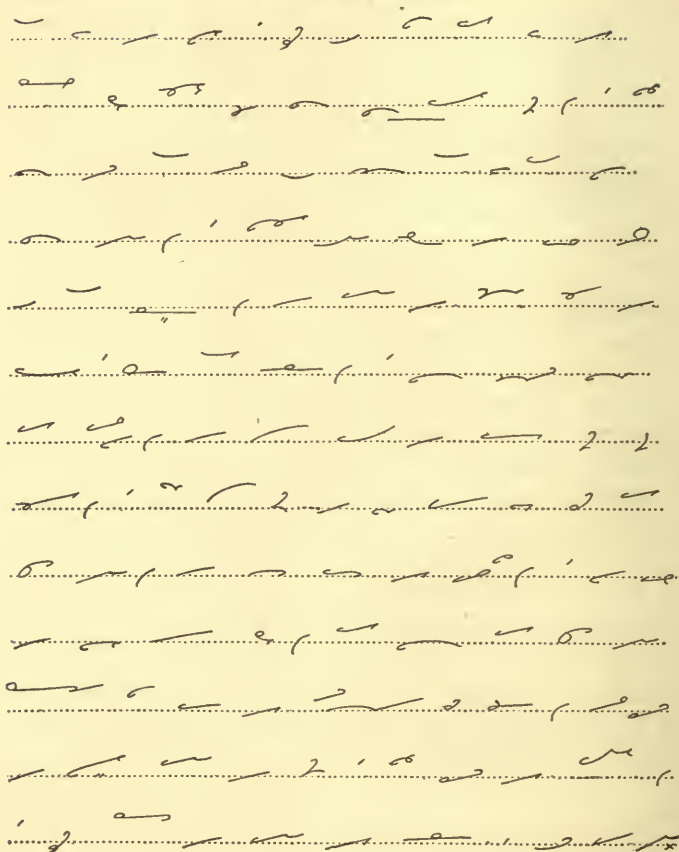
Their promise to abide by and obey all orders (of the) Union, seems to-have escaped their memory.

We-may-be-in Peru in about two weeks, and you-may-then announce the annual sale at-your store.

Do-you know-the amateur's private office will-be open about noon tomorrow?

82.

## READING EXERCISE























## EIGHTH LESSON

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

































### COMPLETE LIST OF WORD-SIGNS





































83. All word-signs may be joined to words following them; those marked with asterisks may also be joined to words preceding them. Some of the word-signs given in this list are written in accordance with principles which appear in more advanced lessons.


























able-ly-ility		*as, has	
absolute-ly		be, been	
*accept-ance		began	
*acknowledge, -ment		begun	
*advance		begin	
advantage		before	
*again, against		believe, belief	
*a, *an		between	
*and		build-ing	
*are, *or		*business	

but	.....	difficult-y	..l...
*care	..d...	direct-ly-tion	..k...
cause, because	..j...	*do, due	..f...
*cent-s	..r...	*dollar-s	..!
change	..v...	done	..l...
charge	..u...	either	..z...
Christian	..g...	elect, electric	..e...
*circumstance, -tial	..2...	equal-ly	..g...
college	..o...	even, evening	..u...
*come, *company	..c...	*ever, *every	..o...
condition-al	..t...	evident-ly, evidence	..v...
*convenient-ce	..p...	*favor-able-ly	..l...
defend-ant	..f...	*first	..2...
deliver-y	..p...	*for, *fore, *have	..f...
democrat	..h...	*from, *form	..o...
democratic-cy	..h...	gave, *glad-ly	..v...
develop-ment	..l...	gentleman	..w...
did, thousand (up)	..u...	gentlemen	..w...







get		million	
*give-n		member, remember	
*he, *him		mind, am	
*here, *hear, *year		*Mr.	
hundred		Messrs.	
*I, *the (down)		now	
if		ob'ject, object'	
*in, *any		observe, -ation	
inclose-ure		*of	
inform-ation		on, young	
important-ance		*one, won	
*is, *his		*only	
*it		opportunity	
judge		*order (down)	
knowledge		organize, -ation	
language		*other	
like-ly, shall		*our, *hour, *were	
long, belong		*over	










particular-ly		*receipt, *receive	
perhaps		*regard	
plaintiff		regret	
*please, pleasant-ly		regulate, regular-ly	
politic		religion	
poor, *position		religious	
*possible-ly, -ility		*reply	
pres'ent-ly, present'		represent, -ative	
president-ial		*respect-ful, -ly	
principal-ly, principle		*response-ible	
proposition		revolution-ary	
protection		satisfy-ed, -tory	
prove		*self-ish	
public, publish		*ship	
quality, qualify		side	
quantity		speak, speech	
*question-able		spoke-n	
*ready-ly		subject	

succeed, success, -ful-ly		*what	
such		when	
*that		*where	
*think, *thank		*whether	
*this, except		which, wish	
therefore		*will, well	
*understand, -ing		without	
understood		word, ward	
*us		*work	
usually		world-ly	
very		worth-y	
*was		yet	
		*you, *your	

84. A single stroke word-sign is not made half length to express the past tense of the verb.























thanked	shipped	longed	liked
			

85. A word-sign is employed in writing other words when it forms one of the principal syllables.

forward		deform		already	
award		formal		foreman	
reform		former		trustworthy	

### COMPOUND WORDS

86. In compound words *B* hook and *Y* express *Body*.

anybody		wherefore	
somebody		wherein	
nobody		within	
somehow		whenever	
someone		whatever	
somewhat		whatsoever	
anyhow		whomsoever	
anyway		whenever	
anywhere		therein	
anyone		thereto	
whereupon		therefrom	

## NUMERALS

87. In writing round numbers, the respective word-sign for *cent-s*, *hundred*, *thousand*, or *million*, is written under the numeral.























25 cts.	\$4	\$4.25	400
<u>25</u> <sub>cts</sub>	<u>4</u> <sub>\$</sub>	<u>4</u> <sup>25</sup> <sub>cts</sub>	<u>4</u> <sub>00</sub>
\$400	4,000	\$4,000	400,000
<u>4</u> <sub>00</sub>	<u>4</u> <sub>,000</sub>	<u>4</u> <sub>,000</sub>	<u>4</u> <sub>00,000</sub>
\$400,000	4,000,000	2,400	2,400,000
<u>4</u> <sub>00,000</sub>	<u>4</u> <sub>,000,000</sub>	<u>2</u> <sub>400</sub>	<u>2</u> <sub>400,000</sub>

88. A tick intersecting a character at right angle, indicates an abbreviation or a contraction of words.

Feb.	<u>Feb.</u>	f. o. b	<u>f. o. b.</u>
Sept.	<u>Sept.</u>	P. M.	<u>P. M.</u>
Oct.	<u>Oct.</u>	P. S.	<u>P. S.</u>
Nov.	<u>Nov.</u>	it's (it is)	<u>it's</u>
Dec.	<u>Dec.</u>	don't (do not)	<u>don't</u>
A. M.	<u>A. M.</u>	didn't (did not)	<u>didn't</u>
O. K.	<u>O. K.</u>	won't (will not)	<u>won't</u>

89. In phrasing, the word-sign *And* also represents *A* or *An*, joined at the end of a word, while *And* is joined at the beginning; either may be joined in the middle of a phrase.

## GENERAL EXERCISE

do a		and others	
to a		one and all	
of a		when and where	
for a		in and of	
will a		without doubt	
in an		in question	
in an hour		if convenient	
if a man		if convenient for you	
for a time		directly opposite	
'as a man		circumstantial evidence	
was it not a		pleased to give you	

## NINTH LESSON

### JOINED AFFIXES

90. The halving or the lengthening principle may be applied to a joined prefix.

91. The first distinct vowel following a prefix determines the position of the outline.

IN, UN, EN

intense

intend

untrue

entrust

IM, EM

impress

improper

imitate

emperor

employ

DIS, DES

destroy

discuss

despatch

dispose

TY, DY

study

lady

Monday

treaty

duty

CON, COM  
COG, COUN

conquer

commerce

committee

comfort

counter

TIVE, SIVE

narrative

comparative

passive

impressive

intensive

susceptive

ANCE, ENCE  
ANTS, ENTS

conference

occurrence

substance

entrance

annoyance

allowance

adherents

CIRCU-M

circuitous

circulate

circumference

circumnavigate

### SELF, SELVES

myself






himself

itself

themselves













92. When *N* immediately follows *In* or *Un*, and when *M* follows *Im*, double the consonant.

inner	innate	innovate	immodest	immense
				









93. Immediately preceding *M*, *R*, *T*, *K*, or *L*, the prefix *In*, *Un*, or *En* is expressed by the *U* hook.

uncommon		unemployed	
unkind		enlighten	
incomplete		unlimited	
unimportant		unrest	






94. *PL*, *BL*, *FL*, *VL*. In words of more than one stroke, *Pl* or *Bl* is expressed by the *P-B* hook; *Fl* or *Vl*, by the *F-V* hook. After a hook, circle, or a surface character, *B* or *F* stroke represents *Bl* or *Fl*, respectively.

sample		travel	
comparable		terrible	
incomparable		trouble	
careful		capable	
spoonful		incapable	









**95. TION, CIEN, TIONAL, TIAL.** The termination *Tion*, *Cien*, *Tional*, or *Tial*, including any preceding vowel, is expressed by the *Ch* character.

nation		conscience	
impression		intentional	
dissipation		partial	
aspersion		commercial	

**96. EX.** The sound of *X*, including any preceding vowel, is expressed by the small vowel hook and *S*.

































exposed	expressed	examination	extend	mix
				





































**97.** When an outline which begins with a vowel, is joined to a preceding character, the vowel is sometimes omitted.

unexposed		text	
appearance		reappearance	
appropriate		inappropriate	
exact		inexact	

98. The *A* hook is sometimes used for *Al*.

## GENERAL EXERCISE

almost		unmannerly	
Almighty		unreformed	
although		uncommunicated	
altogether		encumbrance	
invitation		untidy	
inspire		unattainable	
inquiry		unimpressive	
invasion		unknown	
innovation		special	
innocence		impartial	
inhuman		emotional	
inhesion		official	
intention		perception	
ingratitude		imposition	
invigorate		imperative	
enthusiasm		contrition	

native		situation	
expensive		citation	
expressive		taxation	
imprudence		accommodate	
immature		anticipation	
imminent		social	
eminent		association	
embrace		persuasion	
reaction		provision	
recognize		superstition	
recognized		commission	
encounter		conformity	
valuable		everybody	
expression		studies	
expire		peaceful	
expostulate		peaceable	
exposition		indisputable	
experience		disappearance	

## WRITING EXERCISE

99.

inherit distress dismay dispute discuss discussion  
recommend recommendation body ourselves inattention  
extemporaneous irritation creation creative circulation  
dependable indiscretion indescribable physician dispensation  
destitute dismiss agreeable retentive formidable  
excusable inexcusable excellent expenditure conception  
detective reputable deprivation reliable rational irrational  
invoice expiration studious deputy deputation  
irresolute mentions recompense remission extension  
endurance endure reliance unintentional unmanly impulse  
undoubted exhaust decision indecision inanimate  
insulation enter extra acceptable displace uncertain  
specialized audible everybody's unencumbered foreclosure

## WRITING EXERCISE

100.

Dear-Sir:

Our compliance with your expressed wish, meets the approval (of the) company, and we-have shipped the imitation oak counters to-you f. o. b. New Orleans.

We recognize the depression and unrest which seem to exist in-your section (of the) country, and we-are-pleased-to-be as lenient as-may-be agreeable to all.

Although we-have no desire to tax you, we find it impossible to make any concession at this time. No-doubt you-will recall that we consigned these goods to-you with-the understanding that remittance would-be made at-the expiration (of the) time allowed on your balance.

We-remain, with-good-wishes,

Very-truly-yours,

Almost all (of the) employers desire a report from-their employees. They-are-not altogether pleased and decline to enter-the contest intended for recreation.

They will also refrain from any reproach which-may impair the reputation of an inferior official.

The distance from-here-to-the City-of Paris is about two thousand miles. The expense of-a trip there should be comparatively small.

We-have already expressed our anticipation of-a trip through Europe.

## READING EXERCISE

101.

1. The first of the new  
 2. year is a time of  
 3. hope and joy for  
 4. all people. The  
 5. winter is a time  
 6. of rest and  
 7. preparation for  
 8. the new year.  
 9. The first of the  
 10. year is a time of  
 11. hope and joy for  
 12. all people. The  
 13. winter is a time  
 14. of rest and  
 15. preparation for  
 16. the new year.  
 17. The first of the  
 18. year is a time of  
 19. hope and joy for  
 20. all people. The  
 21. winter is a time  
 22. of rest and  
 23. preparation for  
 24. the new year.

## TENTH LESSON

---

### DISJOINED AFFIXES

**TRANS**



translate



transposed



untranslated



**MIS**



mistrust



misconduct



misalliance



**SELF**



self-made



self-praise



self-taught



**SHIP**



township



ownership



authorship



**E-OGRAPH**



telegraph



telegraphy



autograph



stenographers



**ILITY, ALITY, Etc.**



nationality



facility





ISITY, OSITY  
CITY, Etc.

capacity

curiosity

intensity

ARITY, ORITY, Etc.

minority

popularity

security

NESS, LESS

carefulness

careless

aimless

LESSNESS

carelessness

lawlessness

OLOGY

theology

etymology

FY-FYING  
FICATION

modify

rectify

testifying

modification

OVER

overstep

overtax

MAG-NI, MAGNIF

magazine

magnified

magnificent

BARITY, BILITY  
PARITY, PALITY

barbarity

nobility

prosperity

capability

principlality

**102.** When followed by *T*, *D*, or *Sy*, *Tion* or *Cien* is disjoined and written after the preceding outline.

stationed		proportionate	
mentioned		affectionate	
ancient		sufficiency	
patients		deficiencies	

**103.** IC, TIC. To express *Ic* or *Tic*, disjoin the consonant immediately preceding, and write it under the preceding outline.

automatic      authentic      systematic      pácific

**104.** ING, THING. To express *Ing* or *Thing*, place a dot at the end of the preceding outline. When a character follows *Ing* or *Thing*, it is written in the place of the dot, or close to the preceding outline.

**105.** The sound *Inging* is expressed as illustrated.

willing		walking	
unwilling		anything	
willingly		something	
coming		nothing	
doings		Cunningham	
thinking		singing	

106. By disjoining some letters or prefixes, *Tr* or *Dr* is expressed. *In* or *Un* disjoined is *Inter* or *Under*; *Al* or *Ul* disjoined is *Altr*, *Ultra*, etc.; *Con* disjoined expresses *Contra*, *Countr*, etc.

interrupt

interstate

instruct

instructor

undermine

underlay

retract

retrograde

restrain

unrestrained

contraction

contrast

construct

reconstruct

alternate

alternative

extreme

extremist

determine

detract



































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


































disturb

entertain

enterprise

## GENERAL EXERCISE

counteract		international	
contract		interpretation	
control		intercept	
uncontrollable		interruption	
counterfeit		uninterrupted	
contrary		intersect	
contribution		intercourse	
contradictory		intricate	
contrivance		electricity	
extricate		underneath	
extract		undersign	
external		yesterday	
exterminate		undisturbed	
extremity		altercation	
intermission		deteriorate	
interview		intermediate	
intervention		material	

transportation		powerless	
transform		aimlessly	
transact		thoughtlessness	
transcribe		self-conceit	
untransferable		familiarity	
untranslatable		priority	
mislay		variety	
mistreat		superiority	
destructible		formality	
overstate		fidelity	
overpower		incapacity	
overcome		simplicity	
membership		publicity	
partnership		probability	
magnitude		liability	
magnificence		stability	
sameness		affability	
weakness		municipality	

intensify		magnetic	
simplify		phonetic	
notifying		pneumatic	
specification		aristocratic	
purification		enthusiastic	
motioned		sympathetic	
cautioned		socialistic	
transient		pathetic	
impatient		scientific	
passionate		Atlantic	
extortionate		paragraph	
incompassionate		telegrapher	
efficiency		stenographer	
proficiency		geography	
psychology		conducting	
pathology		conferring	
statistics		winning	
mathematics		proceedings	















## 107.

## WRITING EXERCISE

misappropriation disintegration introduce introduction  
 similarity sincerity countersign extraction trying  
 fortifying phonograph diplomatic needless plurality  
 intersection photographer philology immortality  
 immorality physiology understudy underwriters pro-  
 ficiency untransmitted undisputed selfishness uselessness  
 disturbance notoriety overturn overgrown overdue  
 overtime tireless attentiveness insufficient deterioration  
 tenacity misplace gigantic debility improbability  
 despotic domestic untiring inferiority transpire trans-  
 ferable overdraw witness university anticipating artistic  
 reckless reality unreality materiality scarcity Birming-  
 ham interference contradict consternation inefficiency

## PHRASING

108. In phrasing, *Ing* or *Thing* is expressed by writ-  
 ing the outlines preceding and following close together.

willing to		all things	
willing to be		doing the	
unwilling to be		acknowledging the	
thanking you		thinking the	
trusting to hear		doing a	
some things		forming a company	
small things		doing its	

## WRITING EXERCISE

109.

The council meeting yesterday was undisturbed.

Although diplomatic, the district attorney was fearless in his determination to restrain the trust magnates from any interference with private enterprises.

He contends that all public utilities should be under the control (of the) municipality, and he will concentrate his attention to that end.

The majority realize the immensity (of the) problem, and also the magnitude of their responsibility.

The city authorities have no desire to overtax the capacity of any transportation company, which might be powerless to overcome any incapacity to meet the deficiency. Their only alternative seems to be a complete transformation of their transfer system.

That we may avoid misunderstanding or possible misappropriation of contributions, we shall introduce ideas which will be recognized by the society.

The president is, indeed, sympathetic and in all things patient with those of foreign nationality, who remain unrestrained.

The university president has authority to instruct the associate author to contribute autograph copies of his text on physiology; also extracts and illustrations from a popular magazine.

An instructor would do well to create or intensify the interest of his class. “ ‘This one thing I do, or these forty things I dabble in,—’ which shall it be?”



## READING EXERCISE

110.

a b c d e f g h i j  
 k l m n o p q r s t  
 u v w x y z  
 A B C D E F G H I J  
 K L M N O P Q R S T  
 U V W X Y Z  
 1 2 3 4 5 6 7 8 9 10  
 11 12 13 14 15 16 17 18 19 20  
 21 22 23 24 25 26 27 28 29 30  
 31 32 33 34 35 36 37 38 39 40  
 41 42 43 44 45 46 47 48 49 50  
 51 52 53 54 55 56 57 58 59 60  
 61 62 63 64 65 66 67 68 69 70  
 71 72 73 74 75 76 77 78 79 80  
 81 82 83 84 85 86 87 88 89 90  
 91 92 93 94 95 96 97 98 99 100

## ELEVENTH LESSON

### RATIONAL ABBREVIATION













111. Some consonants are omitted when but slightly enunciated.

112. Omit *N* preceding the halving principle, in words of two or more syllables.

account	amount	moment	payment	prominent
---------	--------	--------	---------	-----------



113. After the first character, letters which have similar sounds, or which naturally cognate, are sometimes written one for the other, when more facile joining may thus be effected; as *T-D-Th*, *K-Q*, *G-J*, *Y* is sometimes used for *W*, and *V* may be inverted.

stock		said		emigrate	
take		income		cover	
inadequate		injury		converse	
frequent		enjoy		always	

114. When half length *M* will not make good joining with the preceding character, half length *N* is used.

statement      treatment      ailment      allotment

.....

115. In the middle or at the end of words, *T* is sometimes omitted after *Ses*.

insist      consist      resist      persist      assist

.....

116. Omit *D* when it immediately precedes *G* or *V*.

117. At the beginning of a word when preceded by a vowel or a circle, *G* is used for *J*; and *K*, for *Q*.

agent      advise

adjourn      adventure

Germany      advocate







acquisition      acquire

118. At the beginning of a word before *L* or *N*, *Ch* is written upward.

chain      channel      chance      child      chill

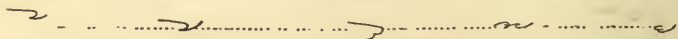
.....

119. In writing *H-rt* use stroke *R*; and *H-rd* or *H-rth* is written *Hr* and the stroke.

heart		hearty		hurt	
hard		hardy		heard	

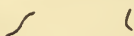
120. In the middle or at the end of an outline, *H* may be written without an angle, and it is sometimes omitted from common words.

behind	behold	behest	household	withhold
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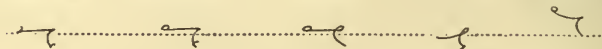
#### DOWNWARD

ER	ZHA
----	-----





































121. In the middle or at the end of an outline, *Zha* and *Sh* are used interchangeably.



























spacious	precious	pressure	leisurely	garage
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122. The character *Er* is used in the middle or at the end of an outline to facilitate joining; when followed by *D* in monosyllables, and when followed by concurrent vowels.

## GENERAL EXERCISE

toward		attract	
stored		welcome	
ruin		acquirement	
Roan		require	
rode		incredible	
readers		vacate	
glazier		increase	
thrasher		locality	
leisure		suspect	
initiate		subsist	
instrument		assistance	
detriment		courage	
appreciate		emigrant	
incapacious		immigrant	
square		injudicious	
mistook		likewise	
overtake		otherwise	




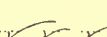
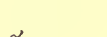

highway		persuasive	
unconscious		comprehensive	
amendable		undertake	
amendment		intercede	
excitement		substitute	
confident		method	
student		commodity	
identify		discover	
inscribe		conserve	
inscription		typographical	
describe		stenographic	
ordinance		lithographic	
ordinary		pathological	

## 123.

## WRITING EXERCISE

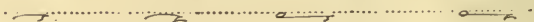
ride read reading locate location imprudent requirement rude  
 entertainment inducement reduce indicate dislocate conspicuous  
 prospectus demand unjust ungracious punish British Spanish  
 erasure censured overlooked banished immeasurable undertaken  
 incur chancel posted immigration emigration migration peek  
 knock document assessment telegraphic biographic brush trash  
 poured mourn tired neared messenger passenger

## SIMILAR WORDS

auditor		gain		pope	
editor		game		public	
apposite		God		renew	
opposite		guide		ruin	
belt		hard		run	
bolt		horrid		roam	
collect		held		send	
correct		hold		sent	
connection		last		scheme	
concussion		lost		skill	
date		latest		school	
day		lowest		slowly	
elder		leave		stay	
older		live		set	
eldest		magnify		swear	
oldest		modify		swore	
eruption		marked		taught	
irruption		market		thought	
favorite		met		thin	
favored		made		tin	
feed		merchandise		trade	
food		merchants		trait	
folly		most		vacation	
fashion		must		vocation	
fiscal		notes		woman	
physical		notice		women	

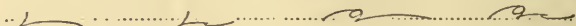
124. To distinguish words ending in *Ses* from the plural form of words ending in *S*, add the second *S* to the plural form.

Mrs. Misses princess princes



125. In compound words stroke *N* and the vowel hook are used for *Men*, to distinguish from *Man*.

foreman foremen councilman councilmen



126. When desirable to distinguish *Th* as heard in *bathe*, from that heard in *bath*; *W*, from a connected vowel; and *Z* from *S*, an oblique dash is written after the outline.

loath



price



loathe



prize



Allington



face



Wellington



phase



127. When desirable to indicate that a character has been interchanged, in proper names, a tick is written across the outline.

Ledger



Lodge



LaCrosse



Siding





## VOCALIZATION

























**128.** Although in Speedwā Shorthand vocalization is seldom used in practical work, it is designed to enable a writer to determine with exactness the vowel sound in an obscure word or a proper name.

**129.** A dot written in the different places, with relation to the character, in the order corresponding with the order in which the position vowels are given in the text, indicates the respective position vowel sounds. These vowels are accordingly designated as *first-place*, *second-place*, *third-place*, and *fourth-place* vowels.

First Position ī aw-ah ă oi.


Second Position ā ō-ow ẽ ũ.


Third Position ē oo ū ĭ.

tī		mă		mā		tū	
taw		moi		mō		tī	
tă		tă		mě		mē	
toi		tō		mū		moo	
mī		tě		tē		mū	
maw		tū		too		mī	


**130.** When a tick, circle or a surface character is joined to a stroke, the outline is vocalized with reference to the stroke.

**131.** The secondary vowel sound as given in the first and second positions, respectively, is indicated by an oblique dash written in *second-place*.

Powers 


Janes 


Towers 

Jones 


Bowers 

Stenson 


Brown 


Munson 


Myers 

Cousin 


Brawn 


Keen 

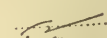
Prine 

Steele 


Saunders 

Minter 

Sanders 























































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




















































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





















































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

































**132.** Many long words may be abbreviated or the termination dropped, without impairing the reading power. This is frequently done in longhand, as *ult* for *ultimo* or *ultimate*, *ans* for *answer*, *inst* for *instant*, *rev* for *reverend*, etc.

**133.** The extent to which this principle may be employed depends upon the ability and qualifications of the individual writer. The outlines given in the following list will serve as examples, and the student should practice them until he can write and read them readily.

accomplish, -ment		arrange, -ment		concern	
accord-ing-ly		astonish, -ment		condemn	
achieve-ment		average		congratulate, -tion	
acquaintance		avenue		congregate, -tion	
administer		awhile		consequent-ly, -ce	
administra- trix		baptism		consider-able, -ly	
administra- tor		benignant, -ly		constituent, -cy	
advertise, -ment		bring		constitute, -tion	
agriculture, -al		calculate, -tion		continue-al	
ahead		capital		correspond, -ent	
America		certify, -cate		cross-examine, -ation	
American		chairman		custom-ary	
among		character		delinquent-cy	
answer		children		demonstrate, -tion	
apparent-ly		church		department	
application		citizen		designate	
archbishop		clerk		different-ly	
argue-ment		clock		distinguish	

doctor		exercise		independence,	
				-dent-ly	
early		exorbitant		indispensable	
economy-cal		extinguish		indignant-ly,	
				indignation	
education		farther		individual-ly	
elsewhere		floor		influence,	
				-tial	
employment		further		infringe-ment	
encourage,		general-ly		instant-ly	
-ment					
engage-ment		govern-ment		instantaneous,	
				-ly	
England		grant, grand		instinctive-ly	
English		ground		interest-ed	
enough		hand		into	
entitle-d		handker-		investigate,	
		chief		-ation	
establish,		happy		invest-ment	
-ment					
estimate,		helpful		involve-d	
-tion					
extraordinary		history		jurisdiction	
et cetera		historical		large-ly	
&c.		hope		legislate-ure	
exclude-sive,		immediate,		lengthen	
-ly		-ly			


malignant, -ly		notwith- standing		probable-ly	
management		oblige-ation		professor	
manufacture		opinion		progress, -ive	
many		original-ly		prolong	
memoranda		parliament, -ary		property	
memorandum		part		prosper	
mistake-n		people		purpose	
month		perfect-ly		quarter	
mortgage		perpendicu- lar-ly		railroad	
morning		philanthropy		railway	
necessary		platform		recollect, -ion	
necessity		pleasure		recover	
neglect		plenipoten- tiary		refer-ence	
negligence		practical-ly		relinquish	
negotiation, -able		prefer-ence		remark-able	
never		preliminary		republican	
nevertheless		preponderate, -ance		resignation	
newspaper		privilege		result	

revenue,		stockholder		treasure	
reverend					
Roman		subordinate,		ultimate-um	
Catholic		-tion			
revolve		substantial		ultimo	
salesman		subservient,		unanimity	
		-ce			
second		suggest-ion		unanimous,	
				-ly	
several		superintend,		uniform	
		-ent			
short		surprise		unless	
signify-cant,		tendency		until	
.ce					
sometime,		thereafter		universal,	
same time				-ly	
spirit		throughout		wonderful,	
				-ly	
start		tolerate,		wrong	
		-tion			
strengthen					

## INITIALS

134. In writing initials, some characters are discriminated as illustrated below.

S C Z T D F L



## ADVANCED PHRASING












135. The following suggestions may be helpful to the shorthand writer:




































136. Phrase only such words as are easily joined.

137. Phrase only short, common words, and such as naturally run together in speaking, as *you may be*, *I may be*, *we do not*, etc.





































138. Every stenographer will find special words and phrases peculiar to his line of work, which may be briefly expressed by intersection, omission, and otherwise. Each writer should compile a list of such terms and provide special outlines for them.

139. The common business phrases given in the following list will serve as examples, and the student should practice them until he can read and write them readily.

Yours very truly		by return mail	
Yours sincerely		by express	
Sincerely yours		prepaid express	
Yours respectfully		United States Express	
Respectfully yours		Parcel Post	
Yours very respectfully		Postal Telegraph Co.	
Very respectfully yours		Western Union Telegraph	
Fraternally yours		First National Bank	
Yours truly		Second National Bank	

Merchants' National Bank		at once	
Commercial National Bank		at last	
Savings Bank	.2c.	at least	
Board of Trade		inasmuch as	
Board of Directors		as a matter of course	
Democratic Party		as a matter of fact	
Republican Party		C. O. D.	
post office		less than	
Post Office Department		as soon as possible	
fire department		as well as possible	
legislative department		as soon as convenient	
finance committee		at an early date	
special committee		at an early day	
Humane Society		day or two ago	
Missionary Society		week or two ago	
endowment policy		month or two ago	
one's self		sometime ago	
of course		today or tomorrow	





more and more		per pound	
better and better		price list	
from time to time		first-class matter	
from day to day		second-class matter	
day after day		vice versa	
day by day		plans and specifications	
time after time		deed of trust	
again and again		abstract of title	
over and over again		whether or not	
City of Chicago		on or before	
City of New York		these things	
New York City		anything else	
to do		secretary and treasurer	
unwilling to do		President of the United States	
something to do		Ex-president of the United States	
would be		Secretary of State	
would not		it is sometimes	
per dozen		it is said	
per cent			





143. The principle of disjoining for *Tr* or *Dr* may be applied to advantage in phrasing, by writing a prefix which ends with *Tr* or *Dr*, close to the following word.


under separate cover 


enter into 


under the circum-  
stances 


alter the case 


under date 

extra fine 

under our terms 

extra nice 

under any 

extra discount 

To the Teacher:

This completes the Manual of Speedwā Shorthand, and the student is now ready to begin his speed dictation and advanced reading.

For Supplementary exercises, Graduated speed dictation exercises, Advanced reading matter, Vocabulary, Phrases, Cities and States, Official titles, Railroads, each section equivalent to a book within itself, yet comprised in one, and designed as an essential aid to both yourself and the student, in rounding out his preparation for stenographic work, he should have in hand a copy of Speedwā Dictation-Reader.

## REPORTING EXPEDIENTS

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
















The following expedients will be found helpful to those desiring to do court or verbatim reporting.

**144.** Omit *K* from words ending with *Ct*.

**145.** In writing some words, *R* may be omitted.

---

### GENERAL EXERCISE

inspect		barn	
inspection		prospect	
suspect		inviroment	
reflect		clergyman	
deflect		during	
inflect		intelligent	
introduction		magistrate	
warm		fortunate-ly	
corn		expect	

## REPORTING VOCALIZATION

146. The first position vowels are indicated by a dot, written in the different *places* with relation to the stroke, in the order in which they are given in the Manual; second position vowels, by the *A* character; third position vowels, by the *E* character.

price		Miami		patron	
trace		pioneer		create	
team		diadem		dimensions	
demure		diameter		coersion	

## DENOMINATE NUMBERS

147. Some denominate numbers are represented as illustrated below.

5 oz.	5 lbs.	5 cwt.	5 qts.
5 bus.	5 in.	5 yds.	5 sec.
55 min.	5 hrs.	2 hrs., 10 min., 15 sec.	

148.





Repetition

Incomplete Sentence

## PHRASING

149. To express *Said* or *Side*, *Sd* is used.

they said          he said          may be said          this side



150. Make any stroke double length to add *Will* or *In*.

it will be          they will not          I am in          for instance

151. Make any stroke half length to add *To*, *It*, or *The*.

if it          will it not          for the          in the



























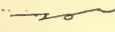





152. Use *Tion* to express *Attention*.

my attention          immediate attention          their attention

153. A hook at the end on the reverse side of any stroke expresses *You* or *Your*.

## GENERAL EXERCISE

do you think		what did you say	
do you suppose		did you say	
do you remember		at any event	
do you mean to say		Justice of the Peace	
do you swear		notary public	
do you recall		attorney-general	
it is said		bill of sale	
it will be said		Circuit Court	
in relation to		Supreme Court	
other side		Superior Court	
their side		Federal Court	
my side		District Court	
be careful		Court of Appeals	
please state whether or not		Grand Jury	
who said so		ladies and gentlemen	
question of time		gentlemen of the jury	

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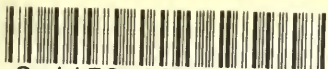




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